

## CHAPTER 9

### INSTITUTION INFORMATION

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#### INSTITUTIONAL ELIGIBILITY

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For a school to be eligible to participate in the SNG program, it must:

1. Be a public university, college, community or technical college operated by the state of Washington, or be a private institution whose home campus is located in the state of Washington and is accredited by an association approved by the HECB.

Certain branch campuses, extensions, or facilities operating within the state of Washington and affiliated with an institution operating in another state, may also be eligible to participate under certain circumstances.

Such facilities must be either a separately accredited member institution of an approved accrediting association or be a facility that has operated as a nonprofit college or university delivering on-site classroom instruction for a minimum of twenty consecutive years within the state of Washington; and have an annual enrollment of at least seven hundred full-time equivalent students.

2. The “approved accrediting associations” are:
  - a. Northwest Association of Schools and Colleges.
  - b. Middle States Association of Colleges and Schools, Commission on Higher Education.
  - c. New England Association of Schools and Colleges.
  - d. North Central Association of Colleges and Schools.
  - e. Southern Association of Colleges and Schools.
  - f. Western Association of Schools and Colleges.
  - g. Accrediting Bureau of Health Education Schools.
  - h. Accrediting Council for Continuing Education and Training.
  - i. Accrediting Commission of Career Schools and Colleges of Technology.
  - j. Accrediting Council for Independent Colleges and Schools.
  - k. National Accrediting Commission of Cosmetology Arts and Sciences
3. All eligible schools must:
  - Participate in the federal student aid programs.
  - Demonstrate a continuing administrative capability to steward financial aid programs.
  - Sign, and have endorsed by the Higher Education Coordinating HECB, the “Agreement to Participate.”

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**AGREEMENT TO PARTICIPATE**

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The "**Agreement to Participate**" is the document in which institutions promise to abide by all program statutes, rules and guidelines. The agreement submitted by schools is designed for multiple years of use.

Each year all institutions must submit copies of their student budgets, refund policies, repayment policies, satisfactory progress policies, and, if requested, their award packaging policy for HECB approval.

**Student Budgets**

Student budgets will be examined to determine if the maintenance portion is within ten percent of the Washington Financial Aid Association's (WFAA) maintenance budgets. If the institution's student budgets vary from this standard by more than ten percent, the institution must submit an explanation justifying the variance. Justification shall include evidence of institutional research documenting the variance in student costs from the WFAA standard.

**Refund Policies / Repayment Policies**

Schools are expected to have refund and repayment policies that include federal aid as well as the SNG. SNG tuition refunds and student repayment shall reflect the proportion of SNG to total aid and the length of time the student was enrolled to the extent permitted by federal regulations.

**Satisfactory Progress Policies**

Satisfactory progress policies may be specific to SNG recipients and must meet the provisions of WAC 250-20-021(19) and the Satisfactory Progress Chapter of these guidelines (Chapter 3).

**Notifications**

The HECB must be notified as soon as possible of changes at sites or branches that involve SNG eligible students. Any findings (including preliminary) or discoveries resulting from an internal or external program review or audit shall be sent directly to the HECB.

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**ELIGIBLE OUT-OF-STATE INSTITUTION**

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In order for an out-of-state institution to award SNG to its students, it must meet the following definition:

**"Eligible out-of-state institution"** shall mean any nonprofit college or university in another state which has a reciprocity agreement with the state of Washington if the institution is specifically encompassed within or directly affected by such

reciprocity agreement so long as it is accredited by the Northwest Association of Schools and Colleges, and agrees to participate in the SNG program in accordance with all applicable rules and regulations. Further details may be found in the SNG WAC 250-20-091.

### **Reciprocity Students**

Students who meet all SNG eligibility criteria and have been accepted at an eligible out-of-state institution as defined above may receive a SNG as long as that student continues attendance under the reciprocity program and remains otherwise eligible for a SNG.

### **Student Eligibility**

In addition to the student eligibility criteria contained in Chapter 1 of this program manual, a student must be in attendance at an eligible out-of-state institution participating in the reciprocity program to receive a SNG. Should a student terminate from the reciprocity program mid-year (or mid-term), he or she automatically becomes ineligible for a SNG.

### **Program Operation**

Eligible out-of-state institutions must administer the SNG program in accordance with the SNG Program Manual. Administrative procedures for eligible out-of-state institutions will be the same as for eligible in-state private institutions (see chapter on Private Payments).

### **Institution reserves**

The annual SNG reserve for each participating institution is determined based on a model that factors in the number of served and unserved students as well as other data reported in the reconciliation report, due in July.

A school may safely award 90% of the current year's reserve for the upcoming school year net of current year deobligations.

### **Reporting**

Due to the limited participation in the SNG program by students attending eligible out-of-state institutions, institutional reporting requirements concerning student socioeconomic and financial aid packaging information may be modified.

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**PROGRAM AUDITS  
AND RECORDS  
RETENTION**

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The HECB staff shall review institutional administrative practices to determine compliance with rules, regulations, and program guidelines. As outlined in the rules, the burden of proof for a grant recipient's eligibility is with the institution. Each participating institution must maintain intact and accessible, records of student's application, receipt, and expenditure of SNG funds. This includes all accounting records, as well as the original and supporting documents necessary to verify how funds were spent.

At a minimum, the institution must be able, upon request of the HECB, to reconstruct the calculations and rationale for the student's grant eligibility and award. An institution may keep records on microfilm or in computer format. If the institution keeps its records in computer format, it must maintain, in either hard copy or on microfilm, source documents supporting the computer data.

If a program review or audit reveals that funds were improperly awarded and disbursed as a result of institutional error or failure to follow the appropriate rules and guidelines, the school must repay the affected SNG to the program. The burden for repayment is placed on the institution, not the student.

**Records Retention**

Records relating to the SNG program must be maintained in accordance with RCW 40.14. This law requires that all documentation substantiating a student's eligibility for, and receipt of, SNG funds must be maintained for six years in accordance with the Washington State's Record Retention Schedule.

Financial Aid Administrators at public institutions must coordinate their records retention plan and schedule with their institution's records officer.

**WASHINGTON STATE NEED GRANT PROGRAM**  
**INSTITUTION CODES**  
**2006-2007**

1010	University of Washington
1020	*Washington State University
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2030	Central Washington University
2040	Eastern Washington University
2050	The Evergreen State College
2060	Western Washington University
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2080	North Idaho College
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3080	Antioch University
3090	Bastyr University
3100	*Cornish Institute
3310	*DigiPen Institute of Technology
3120	*Gonzaga University
3280	*Henry Cogswell College
3110	*Heritage University
3130	*Northwest University - Kirkland
3240	Northwest College of Art - Poulsbo
3140	*Pacific Lutheran University
3150	*Saint Martin's University
3160	Seattle Pacific University
3170	Seattle University
3190	*University of Puget Sound
3200	Walla Walla College
3210	*Whitman College
3220	*Whitworth College
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4300	Bellevue Community College
4310	Big Bend Community College
4580	Cascadia Community College
4320	Centralia College
4330	Clark College
4340	Columbia Basin College
4350	Edmonds Community College
4360	Everett Community College
4380	Grays Harbor College
4390	Green River Community College
4400	Highline Community College
4410	Lower Columbia College
4460	North Seattle Community College
4570	Northwest Indian College
4430	Olympic College

4440	Peninsula College
4370	Pierce College
4450	Seattle Central Community College
4480	Shoreline Community College
4490	Skagit Valley College
4420	South Puget Sound Community College
4470	South Seattle Community College
4500	Spokane Community College
4510	Spokane Falls Community College
4520	Tacoma Community College
4530	Walla Walla Community College
4540	Wenatchee Valley College
4550	Whatcom Community College
4560	Yakima Valley College
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5700	Bates Technical College
5710	Bellingham Technical College
5720	Clover Park Technical College
5730	Lake Washington Technical College
5740	Renton Technical College
5750	Seattle Vocational Institute
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6820	Art Institute of Seattle
6810	*Bryman College
6890	*Clare's Beauty College
6850	*Court Reporting Institute
6770	*Crown College
6740	*Divers Institute of Technology
6780	*Gene Juarez Academy
6970	Glen Dow Academy
6760	*Interface Computer School
6750	International Air & Hospitality Academy
6700	ITT Technical Institute - Seattle
6710	ITT Technical Institute - Spokane
6840	Perry Technical Institute

\*Semester payment institutions.

